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SECRET

December 19, 1960

MEMORANDUM FOR: Deputy Director (Support)
SUBJECT: Security Records Division (Master Index)
REFERENCE: Memo from Director of Security to the
Deputy Director (Support), dated December
8, 1960, same subject.

1. I have discussed this problem with [redacted]
[redacted] We are agreed as follows:

a. This operation should eventually lead itself to
inclusion within WALNUT.

b. In the meantime, three steps should and are being
taken:

(1) Clean up these files - eliminate the dead
wood.

(2) Replace their antiquated equipment with bet-
ter equipment (Roll-dex) to the extent of a modest
investment, which can be used elsewhere in the Agency
when this index is absorbed by WALNUT.

(3) Do a modest Records Management survey on pro-
cedures to ensure the best methods.

Signed

[redacted]
Chief, Management Staff

cc: [redacted]

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Director of Security		
2			
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6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

Col. Edwards:

Attached is the information on SRD which we sent to the Automatic Data Processing Research Staff in reply to their inquiry.

This compilation of SRD information should be useful to them in any future study they make on mechanization possibilities in SRD.

I believe that this material, especially the flow charts (TABS S and T) and the Files Inventory (TABS U and V) will be equally interesting to [redacted] and his Supervisors in SRD.

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
[redacted] Chief, Rec. Mgt. Staff	18 Jul

25X1

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <i>Pl. Bureau to phone conversation on 6/16. This is attached a copy of the Survey Report of the Security Records Division.</i> <i>I hope you will have the procedure charts ready sometime next week.</i> <i>attachment</i>			
FOLD HERE TO RETURN TO SENDER			
		DATE	
		6/19/65	